Approved For Release 2000/05/04 : CIA-RDP69B00596R000100080002-6

SECRET

ADM-10.6

[redacted]

30 DEC 1966

MEMORANDUM FOR: Director of Computer Services
Director of [redacted]
Director of Research and Development
Director of Scientific Intelligence
Director of Special Activities
Director of Special Projects
Director of Foreign Missile and
Space Analysis Center

ATTENTION: Planning Officers

SUBJECT: FY 1969-1973 Program Call Guidance

1. This memorandum is the first of a proposed series in which guidance for preparation of the Program Call will be disseminated. As questions are raised and points debated, we will use this means to maintain a record of answers to questions and to illustrate the kinds of problems which arise in each Office. For this reason, unless there is a compelling security prohibition, all such notices will be distributed to all Offices in [redacted] even though the text may pertain to only one Office.

2. ADP - Associated Reporting

The Planning and Programming Division of the Office of Planning, Programming and Budgeting has recommended that each Office budget for its own ADP and associated services and to describe such services in their Program Call narratives. It is, however, necessary to coordinate with OCS so that there is a common frame of reference on this subject and so that there will be no duplication of ADP systems.

3. It will also be helpful to summarize the ADP requirements and proposals in terms of equipment, personnel, and services and the estimated costs in a short concise paragraph in each Office narrative.

4. OSI - PHEAC Narratives

O/PPB agrees that both OSI and PHEAC should address themselves to Intuitive and Current and Research and Analysis

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sub-categories under Production of Intelligence. Whenever there is a question of which sub-category personnel and/or funds should be applied to, select the most nearly appropriate entry. For example, people could easily be working in both sub-categories or a class of work could be applicable to both, but there is a division and allocation of effort which can be made and which will be most nearly appropriate for an Office.

3. Administrative Overhead

Rather than distribute administrative costs and positions on a pro rata basis, each Office should lump all such data under a single entry, the one against which the majority of the Office effort is directed. It is important, when you adopt this course, to break out clearly the positions and funds for administrative overhead in the narrative so that the true cost and scope of effort of the program element (or sub-category) used as a base for administrative data can be determined.

6. Summary Sheets

Summary sheets, forms 2383, 2383a, and 2390 have been printed and will be distributed by O/PPB. Please notify Plans and Programs Branch, extension 7130, of the number of copies of each form required.

7. Program Structure

The Program Structure does not contain mandatory elements under each sub-category. This does not prohibit any Office from using additional elements or sub-elements as necessary for its own internal management. If you choose to use additional elements and sub-elements, coordinate with Plans and Programs Branch to add them to the DDSAT Program Structure. When all Offices have satisfied themselves that the structure is workable, then it will be published and distributed for guidance.

8. PCP Meeting, Friday, 6 January 1967:

The next meeting of Program Call Planning Officers will be held at 0830 hours, 6 January 1967, in Room 6E59. The tentative Agenda for this meeting will be:

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a. Discussion of progress to date and current status of P. C.

b. Discussion of Program Call Format.

c. Question and Answer period.

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Executive Officer
Directorate of
Science and Technology

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O/DDS&T/[redacted]/jh (28 Dec 66)

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